

# Enterprise Human Resources and Payroll



## *#16 - PROCESSING PSP (PHYSICIAN SPECIAL PAY)*

**The first step in processing a PSP is to enter the PSP Service Agreement data.**

- Home > Administer Workforce > Administer Workforce (USF) > Use 2 > Service Agreements.
- Be sure the Effective Date is before or equal to the current date and the End Date must be after the current date.
- The Service Date must be entered as it is used to calculate the Length of Service.
- If the physician is an executive, the percentage must be entered because it prorates Scarcity and Executive Pay dollars. (The PSP Executive percentage plus the Scarcity percentage = 100%)
- Scarcity Code is required when granting Scarcity Pay.

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## ***#16 - PROCESSING PSP (PHYSICIAN SPECIAL PAY)***

**The second step to processing a PSP is to enter the PSP amounts.**

- Home > Administer Workforce > Administer Workforce (USF) > Use > HR Processing.
- Insert a row into the employees record.
- Enter the Personnel Action specifics (effective date, action, reason, NOA, Authority, Remarks, etc).
- Click the Compensation Tab.
- Click the Other Pay Information Hyperlink.
- Enter all applicable earnings codes and associated amounts.
- Note: There is an edit to ensure that the PSP Executive Pay percentage plus Scarcity Pay percentage equals 100%. The amounts are prorated according to the percentages.